



**RIGHT OF WAY CONSULTING AND LAND SERVICES
REQUEST FOR PROPOSAL (“RFP”)**

1. Background

The Bedford County Public Service Authority is currently requesting proposals to provide consulting services regarding right of way acquirement for the Gross Point Waterline project. The BCPSA is seeking a qualified consultant to help deliver the required right-of-way for the completion of the project. Required services may include, but are not limited to: administration, appraisal services, negotiation services, condemnation support services, and property acquisition services.

2. Selection Process and Schedule

The selection of one or more firms will be made in accordance with the procedures outlined in § 2.2-4301 Sections 3.a, "Procurement of Professional Services" in the Code of Virginia (effective August 16, 2004). The following schedule is anticipated:

- a. Release of RFP September 18, 2007
- b. Deadline for proposals 2:00pm – Friday, September 28, 2007
- c. Proposal Evaluation Completed October 1, 2007
- d. Award of contract (tentative) Tuesday, October 2, 2007

3. Scope of Work

The Consultant is to provide all or any part of the following Right of Way Consulting Services for acquisition and negotiation of approximately 40 easements by mid-December 2007:

A. Administration

BCPSA will prepare a preliminary property owner contact list. Consultant is responsible for verifying property owner contact information; adhering to BCPSA project schedule and providing any anticipated problems in meeting the schedule; participating in project review meetings; providing current status reports of all parcel and project activities; providing monthly summaries of project expenses including amounts authorized, amounts paid and forecasted; providing personnel available to answer questions; maintaining copies of all correspondence and contacts with property owners; and maintaining files of original documentation related to each property or property interest.

B. Appraisal Services

Professional property appraisals will be performed separately from this contract. Consultant for this contract will be responsible for determining value of temporary and permanent easements based on neighboring land values and land sales where donations of the easements cannot be obtained.

C. Negotiation Services

Analyzing preliminary title reports to determine potential title problems; preparing memorandums of agreement, instruments of conveyance, and other documents requested by the BCPSA; contacting each property owner or their representative to

present the written offer in person where practical; maintaining follow up contacts and, upon acceptance of the BCPSA's offer, securing the necessary instruments for closing; responding to property owner inquiries verbally and in writing within two business days; advising property owners on the administrative settlement process, transmitting to the BCPSA any written counter offers from property owners along with supporting documentation and recommendations; and preparing final offer letters. BCPSA will provide an introductory letter to the property owners to introduce the Right-of-Way agent and the BCPSA intentions for the project.

D. Condemnation Support Services

Providing two copies of complete property files to the BCPSA; participating in preparation meetings and pre-trial hearings; providing additional information as requested by the BCPSA Attorney.

E. Subproviders

Sub-providers shall not be used without prior approval by the BCPSA, and shall not be approved as the contact person for the property owners. If the respondent uses a sub-provider for any of the work required, the following shall be conditions of approval:

- 1) Sub-providers identified with their work to be performed.
- 2) The BCPSA will check the sub-provider's background and make a determination to approve or reject the sub-provider.
- 3) The respondent shall be the only contact for the BCPSA and sub-providers. Respondent shall list a designated point of contact for all BCPSA and sub-provider inquiries.

4. Proposal Format Guidelines

Interested consultants are to provide the BCPSA with a thorough proposal using the following guidelines.

Proposal should be typed and should contain transmittal letter and resumes of key people. Each proposal will adhere to the following order and content of sections. Proposal should be concise with emphasis on responding to the RFP requirements and providing a complete and clear description of the offer. Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected. The following proposal sections are to be included in the proposer's response:

- A. Vendor Application Form and Cover Letter Complete Appendix A, "New Vendor Application" and attach this form to the cover letter. A cover letter should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days. Indicate the address and telephone number of the consultant's office located nearest to Bedford, Virginia, and the office from which the project will be managed.
- B. Background and Project Summary Section: The Background and Project Summary Section should describe your understanding of the BCPSA, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

- C. Methodology Section: Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:
- 1) A plan of action describing project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
 - 2) Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
 - 3) Ability to meet schedule.
 - 4) Detailed description of specific tasks you will require from BCPSA staff. Explain what the respective roles of BCPSA staff and your staff would be to complete the tasks specified in the Scope of Work.
- D. Staffing: Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual. Only one individual is to be designated as the property owner contact.
- Upon award and during the contract period, if the consultant chooses to assign different personnel to the project, the Consultant must submit their names and qualifications including information listed above to the BCPSA for approval before they begin work.
- E. Qualifications: The information requested in this section should describe the qualifications of the firm and key staff performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:
- 1) Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.
 - 2) A summary of the your firm's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.
 - 3) Provide at least three local references that received similar services from your firm. The BCPSA reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
 - ◆ Client Name
 - ◆ Project Description
 - ◆ Project start and end dates
 - ◆ Client project manager name, telephone number, and e-mail address
- F. Fee Proposal: Describe your firm's fee schedule for the Right of Way Consulting Services in the format shown below:
- 1) Description of Services
 - a. Administration, Property Value Estimation, and Negotiation Services
 - i. Fee schedule per property
 - ii. Total not to exceed cost
 - 2) Condemnation Support Services (hourly basis)

5. Process for Submitting Proposals

A. Content of Proposal

The proposal must be submitted using the format as indicated in the proposal format

guidelines.

B. Submittal of Proposal

The proposals must be submitted to the BCPSA at the address on the letterhead by the date shown in Section 2. Electronic submissions (including faxes) are not allowed. The proposals shall be directed to the attention of Rhonda English, PE – Engineering Manager.

C. Inquiries

Questions about this RFP must be directed to Rhonda English, Engineering Manager (r.english@bcpsa.com or 540-586-7679 ext. 108) before 2 p.m. on September 26, 2007.

D. Conditions for Proposal Acceptance

This RFP does not commit the BCPSA to award a contract or to pay any costs incurred for any services. The BCPSA, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety. All proposals will become the property of the BCPSA. If any proprietary information is contained in the proposal, it should be clearly identified.

6. Evaluation Criteria

The selection will be made in accordance with the procedures outlined in § 2.2-4301 Sections 3.a, "Procurement of Professional Services" in the Code of Virginia. The BCPSA may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- A. Compliance with RFP requirements
- B. Understanding of the project
- C. Recent experience in conducting similar scope, complexity, and magnitude for other public agencies.
- D. Educational background, work experience, and directly related consulting experiences
- E. Price
- F. References

The BCPSA may also contact any proposer to clarify any response; contact any current users of a proposer's services; and seek and review any other information deemed pertinent to the evaluation process. The BCPSA shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the BCPSA.

After written proposals have been reviewed, discussions with prospective consultants may or may not be required.

Award is contingent upon the successful negotiation of final contract terms. If contract negotiations cannot be concluded successfully, the BCPSA may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

7. Standard Terms and Conditions

- A. Amendments: The BCPSA reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the BCPSA's

website at www.bcpsa.com; proposers should check this web page regularly for new information.

- B. Cost for Preparing Proposal: The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become the property of the BCPSA.
- C. Contract Discussions: Prior to award, the apparent successful firm may be required to enter into discussions with the BCPSA to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected and discussions will be initiated with the second highest scoring firm. A sample agreement is linked to this Request for Proposal in the BCPSA web site.
- D. Confidentiality Requirements: Proposals are subject to the Freedom Information Act.
- E. Financial Information: The BCPSA is concerned about proposers' financial capability to perform, therefore, may ask you to provide sufficient data to allow for an evaluation of your firm's financial capabilities.

APPENDIX A

Bedford County Public Service Authority
1723 Falling Creek Road
Bedford, VA 24523-3137
(540) 586-7679 (phone)
(540) 586-5805 (fax)
j.wooldrige@bcpsa.com



NEW VENDOR APPLICATION
(a completed W-9 form must accompany this application)

Address/Contact Information for General Correspondence:

Name:	
Street Address:	
City, State & Zip Code:	
Phone Number:	Fax Number:

Address/Contact Information for Payment Remittance:

Name:	
Street Address:	
City, State & Zip Code:	
Phone Number:	Fax Number:
Accounts Receivable Contact:	

Type of Business:

_____ Sole Proprietor _____ Partnership _____ Corporation
_____ Governmental Entity _____ Other (explain)

Federal Identification (EIN) or Social Security Number (SSN): _____

Payment Terms: _____ **% Discount (if any):** _____

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

or

Employer identification number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,